

Tonganoxie Library Board of Directors

January 8, 2020

Library Board Attendees: Sherry Agee, Angela Bowlin, Brian Manus, Brittany McWilliams, Teri Morgan (arrived 7:08pm), Steve Skeet, Meagan Vestal

Also Present: Jennifer Kohl (Board Member Applicant), Nicole Holifield (Library Director)

Call to order: Meeting called to order at 7:02pm by Skeet.

December Minutes: Vestal motioned to approve the December Board Meeting Minutes. Bowlin seconded. Passed unanimously.

Agenda: Manus motioned to approve the agenda. Vestal seconded it. Approved unanimously.

Library Board Applicants:

- Skeet updated the board in regards to the number of city versus county representatives that could be appointed to the board. He indicated that Dan Porter (Assistant City Manager) informed him that once the board moved to a 10-member board, it was determined that there is minimum requirement of five (5) members residing within the city limits and not eight (8) as previously indicated. Due to this information, we will be moving Emily Arnold's application to the city council per the December 2019 approved motion.
- Jennifer Kohl presented her resume for the Library Board to review and indicated she had submitted the official application via the city website. Bowlin motioned to forward Kohl's application to the mayor for consideration of approval. Morgan seconded. Pass unanimously.
- Skeet shared that Dana Splichal has shown significant interest in becoming a board member and was planning to submit an application; however, we were unable to determine if an application had been submitted via the city website since Holifield does not receive those. Unfortunately, Splichal was unable to attend this meeting due to last notice and a previous commitment; however, the board has worked with her in the past on the audit, and everyone knows her. McWilliams motioned to forward Splichal's application to the mayor for consideration pending confirmation of an official application submission. Manus seconded. Passed unanimously.

Committee Reports

New Building Update: Holifield updated on the progress of the new library and indicated we are ahead of schedule with the build. She also indicated that she had been in contact with Wanda Knight's assistant and has discussed the possibility of her attending the ribbon cutting and being the speaker for the event. Knight is a published author of juvenile fiction who lives in Washington, but she is from Tonganoxie and still has family members that still live here.

Finance: Holifield presented the financials. A question was asked about the expense section of the Treasury Report and why budget lines that were actually over budget were only showing at 100% instead of the true percentage as over. Holifield indicated she manually 'rounded' to 100% but would look into it and get the accurate percentages. Approval of finances was postponed to next month's meeting.

Personnel Committee: The New Member Orientation Prezi has been updated and will be used with all new members as they are approved by city council.

Library Run: No report.

Friends of the Library: Skeet updated the progress on the Tonganopoly game. Orders for name placement on the game board and for actual game are currently being taken. Holifield set up an online option that directs payments directly to the Friends of the Library account. Design of the board MUST be done by next Friday. Skeet will talk to the company for more details on the design process and inform the Library Board of when he will be working on the design process for any others who would like to participate in the process.

Foundation: The Foundation has already raised \$158,078 of their \$175,000 goal. They are continuing to raise funds.

Discussion and New Business

Officer Nomination: Skeet indicated that officer elections are coming up and asked that all members email any officer nominations to him by the next meeting. Skeet and McWilliams will review terms before then to assist with electing officers.

Library Movers: Holifield presented a contract bid from Fry Wagner for moving the library books and shelves. She also indicated that an additional bid from a different company is scheduled to be received tomorrow (1/9/20). It was determined that since the other bid was not available, a motion and vote to approve a company would be done via an email vote once both bids are able to be previewed.

Proposed Timeline: Holifield presented the proposed timeline for the move to the new building. There was concern that the shelving would be removed four weeks prior to moving into the new library yet the actual staining of the shelves was scheduled to only take approximately two weeks. There was no clarity on if the removal of shelves could be pushed back any amount of time to reduce the number of days the library is without books. A vote to approve the timeline was postponed and would be done via an email vote.

Telephone / Internet Contract: Contract proposals from Midco and AT&T were presented to the board. Vestal motioned to approve the Midco contract as proposed. Agee seconded. Pass unanimously.

West Side Patio Coverage: Holifield presented three different pergola bids that would offer coverage of the patio on the west side of the new building. The cost of the pergola and installation would be outside of any funds currently raised or planned to be raised. Skeet volunteered to get additional bids from other companies besides JE Dunn to see what the cost would be to have it installed post construction. Motion was postponed.

CD Liquidation: Skeet shared that he spoke to Shawna at First State Bank regarding any stipulations in connection to the Leighty Grant and the CD principal that the board may need to follow when considering the liquidation of these funds. She indicated that there are no longer any more stipulations. Discussion occurred regarding whether we would like to consider liquidating any of our CDs. The board agreed that the best choice would be the lowest interest rate CD, and that if a motion is passed, the funds are kept separate from any other funds with each debit voted on by the board and documented. Morgan motioned that the board cash out CD #1 (5719) in the amount of \$130,056.42. Manus seconded. Passed unanimously. Skeet and Morgan will move forward with this process.

Coffee Shop – Friends of the Library: Holifield informed the board that she has an opportunity to purchase coffee equipment for \$1,500, and she is planning to approach the Friends of the Library to support and run a coffee shop / bakery within the new library as an additional income source for them.

Extended Hours: Holifield indicated that staff members were interested in extending library hours to meet more patron needs. She requested the following: 7:00-8:00 (M-F) / 8:00-5:00 (Sat) / 8:00-1:00 (Sun). Holifield indicated that she would be able to flex employee hours to prevent labor cost increases. Morgan asked if it would be better to offer seasonal hours instead to allow for change as needed. There was concern this could cause confusion. Morgan expressed that she if the extended hours were agreed upon that there would be no changes in those hours for at least a year. Manus moved to approve the proposed extended hours to go into effect with the new library for a minimum of one year. Agee seconded. Passed unanimously.

Library Lease: Skeet presented the proposed library lease drafted by the city council. He explained that the majority of the items were standard; however, after getting multiple examples, he felt it would be extremely reasonable for the library to request that the city cover the snow removal, mowing, exterior repairs and HVAC units since the building is owned by the city and the library rents it from them. The board agreed. Skeet with work on the counter contract to present.

Director Report: Holifield presented the Director Report.

Special Meeting: McWilliams inquired about the need for a special meeting within the next week to address the items that no action was taken on this evening. All members agreed that it was a good idea. A special board meeting was scheduled for Thursday, January 16, 2019 at 6:00pm. Holifield will see if the Community Room will be available. If it is unavailable, the meeting will be held at Skeet Real Estate.

Adjournment: Manus moved to adjourn. Bowlin seconded. Motion passed. Meeting was adjourned at 9:36pm.

Steve Skeet, President Date

Nicole Holiefield, Director Date

Teri Morgan, Treasurer Date

Brittany McWilliams, Secretary Date